



WATKINS



NOURISH

Job Spec

REPORTING TO: MANAGING DIRECTOR

MANAGEMENT

- Managing a talented team of designers, including oversight and direction of their design work.
- Overseeing the use of freelancers for illustrated book design and covers.
- Playing a strong role in the visual direction of illustrated books.
- Overseeing budgeting and scheduling of all design aspects of projects.
- Proactively finding ways to deliver quality design economically.
- Overseeing the cover design process: briefing, scheduling of design work, commissioning of freelancers and budgeting (including finishes)
- Giving input on company branding, websites and promotional material including catalogues.
- Designing approximately 10 illustrated books per year including all art direction and shoot organisation.
- Designing approximately 10 covers per year
- Designing approximately six presentations a year for forthcoming illustrated titles.
- Carrying out all relevant administration

DESIGN

- Taking visuals from concept through to print
- Working with Editorial, and occasionally authors, to ensure briefs are answered with the right tone for the market
- Conduct picture research for cover designs ensuring permission is obtained before print and all documents are filed for future reference
- Commissioning illustrators and designer with various styles, to budget and schedule
- Liaise with illustration agencies regarding fees, rights and re-use ensuring all paperwork is obtained and archived
- Preparing final cover files for approval inhouse
- Responsible for checking first proofs around dummies to ensure fit and quality of product.
- Checking all proofs - ozalids; plotters and advances
- Archiving job files, including gathering all highres and fonts, for future printings

REPRINTS

- Oversee organisation of reprints and distribution within the team.
- Update jackets and prelims as directed by Production following new logo guidelines.
- Prepare jacket and prelim files ready for repro (Print ready PDFs)
- Check updated cover ozalids and prelims when necessary

OTHER REQUIREMENTS

- Thorough understanding of Indesign, photoshop and illustrator (we use CS6)
- Full understanding of the print process